



**TEXAS BAPTISTS®**  
BAPTIST GENERAL CONVENTION OF TEXAS

**OPEN POSITION POSTING**

**Opening Date:** 06/23/21

**Closing Date:** Until Filled

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**Position Title:** Financial Assistant

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**Department/Division:** Woman's Missionary Union of Texas (WMU)

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**Job Type:** Regular Full-Time, Exempt

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**Location:** Dallas, TX

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**BASIC FUNCTION:**

To provide financial reports for the Executive Director-Treasurer and the Board of Directors, provide documentation of office expenditures and staff reports on use of the approved budget, stay informed of the financial policies of the BGCT as they affect WMU of Texas and cooperate with the Accounting Department of BGCT to process financial transactions.

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**Position description/objective:** *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- \*1. Produce financial reports for the Executive Director-Treasurer monthly and for the finance committee as required.
- \*2. Instruct staff on documentation of use of funds including credit card transactions and other travel or program expenses.
- \*3. Assist the Finance Committee of the Board of Directors with comprehensive reports for budget planning.
- \*4. Update financial guidelines and procedures in accordance with WMU of Texas Board of Directors' policies and BGCT policies.
- \*5. Reconcile the monthly Budget Report from the BGCT with WMU expenditures. Notify the Executive Director of overspending of staff in their areas of responsibility.
- \*6. Manage the credit card accounts including request for new cards, cancellation of cards, distribution of credit card statements to appropriate cardholders, and verifying information and requesting checks for payment of credit card bills.
- \*7. Make hotel reservations for staff and the Board of Directors as requested by the Executive Director. Make travel arrangements for airline tickets or car rentals as requested by the Executive Director.
- \*8. Oversee collection of offerings at WMU of Texas events and deposit the funds according to the policies and procedures of the Board of Directors.
- \*9. Submit reimbursement forms for promotional expenditures for the Weeks of Prayer to the North American Mission Board and the International Mission Board.

**Financial Assistant**

- \*10. Stay informed about the insurance coverage of WMU of Texas including changes in policies and process claims. Keep current the list of individuals covered and make payments as dictated by policies.
- \*11. Engage with selected auditors, along with the BGCT Accounting Department, across several points of communication to provide information to conduct the annual audit.
- \*12. Create, process and approve requisitions for WMU of Texas expenditures, journal entries, adjustments, void/stop payment requests, and deposits.
- \*13. Process contributions to WMU of Texas endowments, send acknowledgments of receipt, and maintain endowment database. Verify statements, and create reports related to our investments for use by the Executive Director-Treasurer and Board of Directors. Authorized to make deposits to and withdrawals from investments, as directed by the Endowments Committee.
- \*14. Lead or assist in the implementation of new financial processes.
- \*15. Assist Board of Directors committees as required (ex: Eula Mae Henderson Scholarship, Finance, Endowments, Audit, etc).
- \*16. Update fixed assets database accurately by sending new purchase information to BGCT Accounting.
- \*17. Serve as liaison with the BGCT Accounting Department to manage WMU of TX general ledger accounts.
- \*18. Maintain record retention systems and filing for the financial records of WMU of Texas.
- \*19. Process mail and other correspondence accurately and timely.
- \*20. Maintain compliance with WMU of Texas policies and procedures and Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- \*21. Perform other duties as required.

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**Required skills and experience:** *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. Active membership in a BGCT affiliated church during employment.
2. Commitment to Christian principles and teachings both professionally and personally.
3. Must have applicable education and/or work experience in accounting and financial procedures.
4. Ability to work with financial reports and to interpret them to others, presenting them to an audience as required.
5. Ability to develop a budget, manage a budget and interpret the budget to the staff and Board of Directors or appropriate committee.
6. Ability to communicate with auditors, insurance agents and other business associates as appropriate.
7. Excellent organizational skills and the ability to handle multiple tasks, efficiently.
8. Ability to maintain confidentiality.
9. Professionalism in the workplace to include professional and accurate communication with others.
10. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, email, and internet skills.

**CONTACT:**           **Human Resources**  
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**Texas Baptists is an Equal Opportunity Employer.**

**Financial Assistant**